



## Training Opportunity

<b>Course Title:</b>	<b><i>Advanced Army Writing</i></b>
<b>Date(s)/Time:</b>	September 15, 2004 / 8:00 A.M. – 4:00 P.M.
<b>Location:</b>	Special Operations Academic Facility, Ft Bragg, NC
<b>Tuition:</b>	USASOC & USAJFKSWCS employees are centrally funded. Tuition for all others is \$48 each.
<b>Vendor:</b>	Ronald Cuny, Ed.D., Chaplain Corps, Commander, USN (Retired)
<b>Course Manager:</b>	Linda Burnette, Civilian Human Resources Agency, South Central Region, 256.842.6617 (DSN 788); FAX 256.876.3627 (DSN 746) <a href="mailto:linda.p.burnette@us.army.mil">mailto:linda.p.burnette@us.army.mil</a>
<b>Cancellation Policy</b>	Registrations &/or cancellations must be made directly with the course manager on or before <b>September 7, 2004</b> . Registering or cancelling via a local training registration system does not satisfy this requirement.

### Who Should Attend:

Any civilian Army employee who attended the prerequisite workshop, Basics of Army Writing, September 14, 2004, & has a need to further develop his/her writing skills.

### Course Description:

This second session focuses on the step-by-step process used to produce a sound paper that clearly and succinctly fulfills the task and meets the suspense. Learn examination methods & practical exercises (including assessment tools) that participants can use to instruct others on the basics of Army writing.

Topics include:

- Clearly stating the bottom line (the thesis for a paper);
- Developing ideas to support the bottom line;
- Developing an organization pattern for the paper & conducting research;
- Preparing, reviewing, revising the first draft; and
- Proofing the final draft

### Registration Information:

**Registration Deadline: September 7, 2004**

Follow your organization's procedures for securing approval to attend this program. To obtain space in this program, submit a completed [payment authorization sheet](#) to the course manager by the registration deadline.

### Additional Information:

- Individuals requiring special accommodations must notify the course manager at the time of registration.
- Participants are excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.
- Participants are required to complete a course roster & program evaluation at the class.